



## Preparing for Your Event Guide

Congratulations!

Thanks to all your hard work, the screening has met its threshold and is now confirmed!

### **What happens between now and the event?**

#### **Keep Spreading The Word**

First off, keep promoting. Movies are always better with a packed house! Plus, as the Promoter, you'll receive 5% of ticket sales.

#### **Ticket Sales Continue**

Remember, there's still plenty of time to get tickets. They'll remain on sale through your Event Page until four hours prior to the screening.

### **What do I need to do the day of the event?**

#### **Theater Check-In**

You'll need to arrive at the theater an hour before the screening to check in with the theater management. If you have any special features or need to take tickets, this time can be used to discuss the details with the manager.

#### **Event Details**

On the day of the screening, you'll receive an e-mail with the pertinent details for your event. If you're responsible for taking tickets, we will provide you with an Attendee List attached to the e-mail. If you do not receive this e-mail at least two hours before your screening, please contact [logistics@tugginc.com](mailto:logistics@tugginc.com).

#### **Attendee Tickets**

All attendees should arrive with either a printed out Tugg ticket or an electronic version of the ticket on their mobile device. If an attendee's ticket is not available, you can check them in by their name or ID using the Attendee List.

#### **Photos**



Last but not least, don't forget to take photos at your screening! We love it when Promoters send us pictures of all those smiling attendees! E-mail them to [feedback@tugginc.com](mailto:feedback@tugginc.com).